

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Thursday, March 7, 2019 7:57 AM
To: DACs, High School Principals, and ACT School Test Coordinators
Subject: [actdac] WI Statewide ACT Assessments Update - Mar 7

Dear educators,

An important date to remember this week is March 7 – the date that all paper PNPs and paper test sessions for Aspire must be completed by the end of the day. Paper Aspire is for Braille, Large Print, and American Sign Language only. For paper PNPs and test sessions completed after March 7, schools will not receive barcodes. PNPs for online testing accommodations must be completed by April 3.

Also, please note that FedEx will arrive on Friday, March 8 to pick up accommodated ACT and WorkKeys materials to ship back to ACT. If FedEx does not arrive, call ACT to reschedule pick up: 800-553-6244 x2800.

ACT and WorkKeys Accommodated Testing Windows Close This Week

- The initial accommodations window for ACT closed on March 6.
- The initial accommodations window for WorkKeys closes on March 7.
- Package the materials according to the instructions in the [Test Coordinator Information Manual](#).
- **FedEx has been scheduled to pick up accommodated materials on March 8.**
- Materials are due back to ACT by March 13. Late-arriving answer documents will not be scored.
- If FedEx does not show up on March 8, call ACT to reschedule your FedEx pick up. 1-800-553-6244 x2800
- The makeup and emergency accommodations testing windows of March 12-18 and April 2-8 for ACT are available to students who were not able to complete testing during the initial window. Call ACT Accommodations to order materials. 1-800-553-6244 x1788
- The makeup and emergency accommodations testing windows of March 13-19 and April 3-9 for WorkKeys are available to students who were not able to complete testing during the initial window. Place your order for accommodated WorkKeys materials in PAnext. Instructions are on p. 16 and p. 15 in the [PearsonAccessNext User Guide for WorkKeys](#).

Emergency Test Dates for ACT and WorkKeys

- Emergency test dates are available for students who were not able to test on the initial or makeup dates.
 - April 2 standard time ACT emergency test day
 - April 3 standard time WorkKeys emergency test day
 - April 2-8 emergency accommodations testing window for ACT
 - April 3-9 emergency accommodations testing window for WorkKeys
- Ordering Deadline: **March 22** (but please place your order as soon as possible starting March 12)
- **For ACT standard, WorkKeys standard, and WorkKeys accommodated:** Order materials in PearsonAccessNext (Instructions on pages 14-15 in the [PAnext User Guide for ACT](#) and pages 15-16 in the [PAnext User Guide for WorkKeys](#))
- **For ACT accommodated:** Call ACT Accommodations to order at 800-553-3244 x1788

Complete Aspire Personal Needs Profile and Create Test Sessions for Paper Testing - Deadline Mar. 7

Aspire is a computer-based test except for students using Braille, large-print and American Sign Language. For these three accommodations, schools will order paper Aspire tests.

1. Enter the accommodations into the student's (PNP) in the Aspire portal.
Instructions on p. 59 in the [Portal User Guide](#).
2. Create a paper test session in the Aspire portal.
Instructions on p. 103 in the Portal User Guide.

**DPI will review and approve the paper test orders.*

To Do Items for Aspire

Complete the following activities according to deadlines listed in the [Aspire Schedule of Events](#).

- Watch training videos available on the [DPI ACT Trainings webpage](#) to become familiar with testing activities.
- Use the [Technical Readiness Manual](#) to complete these activities:
 1. Uninstall and install the newest version of TestNav. See [Technology Set-up](#) and [TestNav System Requirements](#).
 2. Set up ProctorCache.
 3. Conduct final tech readiness testing.
- Use the [Portal User Guide](#) to complete these activities **(in this order)**:
 1. Confirm the student data in the portal.
 2. Enter all online accommodations into the Personal Needs Profiles (PNP) in the portal **by April 3**.
 3. Create groups in the portal (optional).
 4. Create test sessions.

Student Transfers – Check Your Transfer Request Queue in the Aspire Portal

New school: The portal administrator at the new school initiates the transfer.

- Hover over the Students tab and select Student Transfer Request.
- Complete and submit all required information fields including the name of the previous school.
- **Contact the student's previous school to remind them to approve the transfer.**

Previous school: The portal administrator at the previous school reviews and approves the request.

- The portal administrator at the previous school selects the Students tab on the top navigation bar in the Aspire portal, then selects the Student Request Queue, and approves/rejects the transfer requests that are pending as soon as possible. This step must be completed to allow the new school(s) to establish the test sessions for these students.
- **The previous school must also remove the transferring student from all test sessions.**

Resources:

- [Administration Supplement for Wisconsin](#) p. 1.
- [Portal User Guide](#) p. 47.
- Transferring Students summative training video in the [Aspire TMS site](#).

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788;

actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

<https://dpi.wi.gov/assessment/act>

Student Data

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Choice Program and Test Security Issues

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.